

ALPINE MINISTRIES

Alpine Adventures & Alpine Retreats

161 College Dr., Mt. Hope, WV 25880 (800) 806-2180 (304) 877-6427 FAX (304) 877-5046 Email: alpineretreats@abc.edu

2012 Registration Form



Please Print:

Reservation Name: Organization / Group Name

Mailing Address

City

State

Zip Code

Leader / Contact Person (Please - only one)

Is this a church address? YES NO

Phone #: AM - - Extension: _____

Cell Phone #: - -

Fax #: - - Fax always on Call first

Email Address: _____ @ _____ (indicate spaces)

1. Total number of people in the group (including sponsors):

2. Total number of Males in group: Total number of Females in group:

3. Number of Adults (ages 18+): _____ Number of Youth (ages 13-17): _____ Number of Youth (ages 8-12): _____

4. Arrival Date: _____ Time: _____

Note: Groups coming for single day trips without lodging -- list the date of your trip. For overnight guests -- Arrival is: 7:00 PM - 12:00 AM. All groups must be checked in by midnight. Check-in for all groups is at Alpine Lodge.

5. Departure Date: _____ Time: _____

Note: All departing groups must depart by 10:30 AM on the scheduled departure day (10:00 AM on Sundays).

6. Overnight Housing: Please check the style of overnight housing that you desire for your group. All lodging is based upon availability and group size. You must also select a second choice.

First Choice:

Alpine Lodge Alpine Cabin(s) (August – May) Dormitory Room(s) (June-August) Tents RV site Other: _____

Second Choice:

Alpine Lodge Alpine Cabin(s) (August – May) Dormitory Room(s) (June-August) Tents RV site Other: _____

7. Meals: Please list the date, and check the appropriate box for the meals that your group will need. Next to each meal that you check, please give the number of guests that will be eating that meal.

	Date	Breakfast	Lunch	Dinner
Monday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Tuesday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Wednesday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Thursday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Friday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Saturday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____
Sunday	____/____/____	<input type="checkbox"/> # _____	No other meals available.	

Will any evening meals be **Grilled Cook-out Suppers**? yes no (See Rates Sheet for prices).
 If **yes**, please complete the following information -- available May through September only.

Day: _____ Type: Hamburger/Hot Dog BBQ Chicken T-Bone Steak
 Day: _____ Type: Hamburger/Hot Dog BBQ Chicken T-Bone Steak
 Day: _____ Type: Hamburger/Hot Dog BBQ Chicken T-Bone Steak

Note: Must have 15+ guests to have cook-out. Smaller groups can be added to existing cook-outs.

8. Facilities: Please check the boxes that apply to your group's interests. Each is based upon availability. Refer to Rates Sheet for applicable charges.

Meeting Room Use: Suggested Day/Time: _____

Campfire: Suggested Day/Time: _____

Gym: limited to one hour per night / groups may be sharing the gym with other groups. with Climbing Wall
 Suggested Day/Time: _____ Gym use is very limited Sept. - late April.

Outdoor Swimming Pool: limited to one hour per night / groups may share swim times with other groups.
 Suggested Day/Time: _____ Pool is open June through August.

We would like a tour of the College Campus Suggested Day/Time: _____

9. Activity Packages: Refer to Rates Sheet for pricing. Choose the package desired; request housing preference on page 2. *Must have at least 8 persons in group to receive package pricing.*

Two Days of Activities: One water activity plus your choice of an additional activity. Please check your interests below. Package includes three nights of lodging - the night before your first activity day and two additional nights, three meals a day for the two days of activities plus breakfast on the morning you depart (7 meals), scheduled use of a meeting room, and scheduled gym time with the indoor climbing wall as available. Package must conclude by Saturday morning.

Three Days of Activities: One water activity plus your choice of two additional activities. Please check your interests below. Package includes four nights of lodging - the night before your first activity day and three additional nights, three meals a day for the three days of activities plus breakfast on the morning you depart (10 meals), scheduled use of a meeting room, and scheduled gym time with the indoor climbing wall as available. Package must conclude by Saturday morning.

Four Days of Activities: Two water activities plus your choice of two additional activities. Please check your interests below. Package includes five nights of lodging - the night before your first activity day and four additional nights, three meals a day for the four days of activities plus breakfast on the morning you depart (13 meals), scheduled use of a meeting room, and scheduled gym time with the indoor climbing wall as available. Package must conclude by Saturday morning.

Five Days of Activities: Two water activities plus your choice of three additional activities. Please check your interests below. Package includes six nights of lodging - the night before your first activity day and five additional nights, three meals a day for the five days of activities plus breakfast on the morning you depart (16 meals), scheduled use of a meeting room, and scheduled gym time with the indoor climbing wall as available. Package must conclude by Saturday morning.

10. Activities: Please check the boxes that apply to your group's interests. Next to each box checked, give the number of **total participants** (including sponsors) that will be involved with each activity. **All activities are based upon availability.** Some activities have number restrictions for safety purposes. Large groups will be divided into smaller sub-groups. *Please note age restrictions given for each activity. All participants must submit a completed "Release and Assumption of Risk Form" before doing any activity. A parent or court-appointed legal guardian must sign for any person under 18 years of age.*

- # _____ Whitewater Rafting ~~ Upper New River / Class I - III (age 8+)
- # _____ Whitewater Duckies ~~ Upper New River / Class I - III (age 12+)
- # _____ Whitewater Rafting ~~ Lower New River / Class I - V (age 13+)
- # _____ Whitewater Rafting ~~ Lower New River Express Trip / Class I - V (age 13+)
[Available late Apr. - May]
- # _____ Rappelling (age 12+) – **Limited availability**
- # _____ Paintball (age 12+)
- # _____ Caving (age 12+)
- # _____ High Elements Ropes Course (age 12+)
- # _____ Low Elements Teambuilding Activities (age 8+)
- # _____ Hiking (age 8+)

<input type="checkbox"/> # _____	Bus Stopper
<input type="checkbox"/> # _____	Double Z ^{zz}

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NOTE: The Gauley River is available on selected dates in September & early October.

- # _____ Whitewater Rafting ~~ Lower Gauley River / Class II - V (age 14+)
- # _____ Whitewater Rafting ~~ Upper Gauley River / Class III – V+ (age 16+)
- # _____ Whitewater Rafting ~~ Gauley Reverse Traverse / Class II – V+ (age 16+)
- # _____ Whitewater Rafting ~~ Gauley Marathon / Class II – V+ (age 16+)

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RESERVATION, PAYMENT, AND REFUND POLICIES

RESERVATIONS

To make a reservation with Alpine Ministries, a Registration Form must be completed and returned with a security deposit **and** a \$15.00 per person non-refundable registration fee. Credit Cards that are used for Security Deposits are subject to approval. Once approved, the credit card number will serve as the Security Deposit. The card will not be charged unless a cancellation occurs less than sixty (60) days before the scheduled arrival or damages/expenses occur due to a group's visit. Upon our receipt of the Registration Form, the security deposit, and the registration fees, your group will be added to our calendar and a confirmation will be sent to the group leader. In the event that a reservation is canceled before sixty (60) days of the scheduled arrival date, only the security deposit will be returned. Cancellations less than sixty (60) days before the scheduled arrival will result in forfeiture of the security deposit and registration fees.

The security deposit may also be used to cover expenses created from damage to property or equipment by individual or group neglect, misuse, or abuse; and any additional expenses, which are created by a member of the group. **The security deposit is not applied to your balance due.** After your visit, the refundable portion of the security deposit will be processed and mailed by our business department (this will take several weeks).

Security Deposit Requirements...

Retreat or activities with lodging.....	\$250
Single day activity without lodging.....	\$100
Lodging only.....	\$100

PAYMENTS

Registration fees will be applied to the balance due on the confirmation. **Reductions to the size of the group will result in a proportional loss of registration fees** to be applied to the group's balance due. The complete and final payment for the cost of your trip **must** be received in our office at least thirty (30) days prior to your scheduled arrival. Failure to pay this amount may result in the forfeiture of the group's security deposit, registration fees, and reservation. Any changes to your reservation must be received in our office thirty (30) days before your scheduled arrival. Groups are responsible to cover the complete expenses for the total number of guests that are submitted. **Reservations made less than thirty (30) days before a visit must be paid in full at the time a reservation is made.** Groups are responsible to cover the complete expenses for the total number of guests that are submitted.

REFUNDS

In the event that **ALPINE MINISTRIES** cancels a visit, a full refund of any received payments will be given. Security Deposits and Registration Fees are not considered payment and will be forfeited by a group if we cancel a reservation due to missed payments by the group. We reserve the right to make alterations in schedules, activities and programming due to factors beyond our control (weather, water fluctuations, college activities, etc.).

Any request for refunds due to medical or emergency situations must be submitted in writing within two (2) weeks after the departure date. Refunds to be given are at the sole discretion of Alpine and will be subject to a 10% handling fee.

We strive to provide a quality experience for our guests. We are preparing for your group's visit even before your arrival. Staffing and food budgeting are based upon reservations. Cancellations create difficulties for our preparation, scheduling, and other groups may not have been able to come because of already filled reservations. When a cancellation occurs, we may not have opportunity to fill the vacant facilities because of a shortage of time. ***Please plan responsibly and realistically for your group's needs.***

Please make checks/money orders payable to **ALPINE MINISTRIES** or **APPALACHIAN BIBLE COLLEGE**. VISA, MasterCard, and Discover Card are also accepted.

NOTE: This page is for information purposes only. It does not need to be submitted with the registration form.

Security Deposit and Registration Fees:

A Security Deposit and a \$15 Per Person Non-refundable Registration Fee must accompany this form in order to make a reservation.

Security Deposit Requirements: please mark the appropriate box and enclose the proper amount or complete the credit card information below.

- Retreat or activities with lodging..... \$250
- Single day activity (no lodging)..... \$100
- Lodging only..... \$100

and

Non-refundable Registration Fee of \$15 Per Person x _____ Guests = \$ _____

Please check 2 boxes:

(Reservation cannot be finalized unless 2 boxes are checked.)

- Please approve (but don't charge) my credit card for the *Security Deposit*.
- I am enclosing a check for the *Security Deposit*.

- Please charge my credit card for the \$15 per person *Non-refundable Registration Fee*.
- I am enclosing a check for the \$15 per person *Non-refundable Registration Fee*.

Credit Card Information: **Mastercard** **Visa** **Discover Card**

Name as it appears on credit card: _____ V-Code

Credit Card Number: - - -

Expiration Date: _____ Signature of Card Owner: _____

Please mail completed Registration Form along with Security Deposit and Registration Fees to:

**ALPINE MINISTRIES
161 College Dr.
Mount Hope, WV 25880**

NOTE: We recommend making a copy of this form for your records before submitting it.